



WILLITON WAR MEMORIAL RECREATION GROUND

Charity No: 211212

c/o Williton Parish Council, 2 Killick Way, Williton, Somerset TA4 4PY

Tel & Fax: 01984 633979 Email: clerk@willitonpc.org.uk

Dear Trustee

19th July 2023

A meeting of the Trustees of Williton War Memorial Recreation Ground will be held on **Monday 24th July 2023 at 7pm in The Parish Office, 2 Killick Way, Williton**, for the purpose of transacting the following business.

Yours sincerely

M L Francis

Michelle Francis
Clerk to the Trustee

A G E N D A

- 23/33 To advise the recording of the meeting – Chairman**
- 23/34 To note apologies for absence and approve reason, where appropriate**
- 23/35 To Receive any Declarations of Interest**
- 23/36 Minutes of the last meeting held on Monday 26th June 2023 for approval (attached)**
- 23/37 Matters from the minutes – for report purpose only**
- 23/37.1 (Item 23/26.7) Roller Shutter Extended Warranty Contract – to note this had been completed
- 23/37.2 Card Payment Machine had been purchased – to note
- 23/38 Correspondence**
- 23/38.1 To note the correspondence log (attached)
- 23/38.2 Below Ground Solutions – EV Charging Units – to consider (attached)
- 23/38.3 Reports of vegetation in river, believed to come from a house in Catwell
- 23/38.4 Request for dimmer lights on the changing room side of the pavilion
- 23/38.5 Request for limbs on Copper Beech to be trimmed
- 23/39 Finance**
- 23/39.1 Approval of accounts for payment (to be given at the meeting)
- 23/39.2 Expenditure and Income Analysis as of 30th June 2023 (to be forwarded)
- 23/39.3 Estimated Provisions for June 2023 (to be forwarded)
- 23/39.4 WWMRG Charity fundraising income and expenditure analysis (to be forwarded)
- 23/39.5 Pavilion running costs against income from bookings analysis (to be forwarded)
- 23/39.6 Bank Reconciliation for June 2023 (to agree for the Chairman to sign)
- 23/40 Health and Safety**
- 23/40.1 Access requests to drive over Memorial Ground – to consider
- 23/40.2 Shower in disabled toilet being used by non-hirer
- 23/41 Report from Officers**
- Ground Management Officers Report
- 23/41.1
- Condition of football pitch – rolling and goal mouth repairs – update
 - Repair to light bollard (last one nearest The Barn) – to note one repair had been undertaken, one outstanding
- 23/41.2 Building Management Officers Report
- 23/41.3 Asset Management Officers Report - Kitchen Deep Clean – to consider quotations (to be discussed under 23/48)
- 23/41.4 Legal Officers Report
- Events and Fundraising Officers report
- 23/41.5
- To note Minutes of Meeting held on 12th July 2023
 - Village Fete Saturday 2nd September 2023
- 23/42 Information Board Layout – update**

- 23/43 Pavilion**
- 23/43.1 Update regarding loudspeaker for hall
- 23/43.2 Hall floor cleaning – response from Heritage Floors and to consider purchase of cleaning equipment (attached)
- 23/43.3 Lighting of Defibrillator under canopy - update
- 23/43.4 Consideration of new Phone and Broadband contract
- 23/43.5 Fob Entry problems to pavilion
- 23/44 Co-op Local Community Fund – update on current funds raised**
- 23/45 Purchase of third bench and bin for remaining concrete pad**
- 23/46 Rural England Prosperity Fund (Cllr Hooper)**
- 23/47 Matters for the next meeting to be held on Monday 25th September 2023**
- 23/48 To exclude the Press and Public from the remainder of the meeting, due to commercial sensitivity**
- 23/49 To consider quotation for Pavilion Kitchen Deep Clean (attached)**
- 23/50 To consider quotations for Fete Brochure (attached)**
- 23/51 Service of equipment in kitchen – to consider quotation (attached)**